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Subpart 1821—General Information

§ 1821.10 Where are BLM offices located?

(a) In addition to the Headquarters Office in Washington, D.C. and seven national level support and service centers, BLM operates 12 State Offices, each having several subsidiary offices called Field Offices. The addresses of the State Offices and their respective geographical areas of jurisdiction are as follows:

STATE OFFICES AND AREAS OF JURISDICTION:

Alaska State Office, 222 West 7th Avenue, #13, Anchorage, AK 99513-7599—Alaska

Arizona State Office, 222 North Central Avenue, Suite 101, Phoenix, AZ 85004-2203—Arizona

California State Office, 2135 Butano Drive, Sacramento, CA 95825-0451—California

Colorado State Office, 2850 Youngfield Street, Lakewood, CO 80215-7076—Colorado

Eastern States Office, 7450 Boston Boulevard, Springfield, VA 22153—Arkansas, Iowa, Louisiana, Minnesota, Missouri, and all States east of the Mississippi River

Idaho State Office, 1387 South Vinnell Way, Boise, ID 83709—Idaho

Montana State Office, Granite Tower, 222 North 32nd Street, Billings, MT 59107-6800; Mail: P.O. Box 36800, Billings, MT 59107-6800—Montana, North Dakota and South Dakota

Nevada State Office, 1340 Financial Boulevard, Reno, NV 89520-0006—Nevada

New Mexico State Office, 1474 Rodeo Drive, Santa Fe, NM 87502-0115; Mail: P.O. Box 27115, Santa Fe, NM 87502-0115—Kansas, New Mexico, Oklahoma and Texas

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Oregon State Office, 1515 S.W. 5th Avenue,
P.O. Box 2965, Portland, OR 97208—Oregon
and Washington

Utah State Office, CFS Financial Center, 324
South State Street, Salt Lake City, UT
84145-0155 Mail: P.O. Box 45155, Salt Lake
City, UT 84145-0155—Utah

Wyoming State Office, 5353 Yellowstone
Road, Cheyenne, WY 82003; Mail: P.O. Box
1828, Cheyenne, WY 82003—Wyoming and
Nebraska

(b) A list of the names, addresses, and geographical areas of jurisdiction of all Field Offices of the Bureau of Land Management can be obtained at the above addresses or any office of the Bureau of Land Management, including the Washington Office, Bureau of Land Management, 1849 C Street, NW, Washington, DC 20240.

§ 1821.11 During what hours may I file an application?

You may file applications or other documents or inspect official records during BLM office hours. Each BLM office will prominently display a notice of the hours during which that particular office will be open. Except for offices which are open periodically, for example, every Wednesday or the 3rd Wednesday of the month, all offices will be open Monday through Friday, excluding Federal holidays, at least from 9 a.m. to 3 p.m., local time.

§ 1821.12 Are these the only regulations that will apply to my application or other required document?

No. These general regulations are supplemented by specific program regulations. You should consult the regulations applying to the specific program.

§ 1821.13 What if the specific program regulations conflict with these regulations?

If there is a conflict, the specific program regulations will govern and the conflicting portion of these regulations will not apply.

Subpart 1822—Filing a Document with BLM

§ 1822.10 How should my name appear on applications and other required documents that I submit to BLM?

Your legal name and current address should appear on your application and other required documents.

§ 1822.11 What must I do to make an official filing with BLM?

You must file your application and any other required documents during regular office hours at the appropriate BLM office having jurisdiction over the lands or records involved. You must file any document with BLM through personal delivery or by mailing via the United States Postal Service or other delivery service, except for those applications that may be filed electronically under § 1822.13, unless a more specific regulation or law specifies the mode of delivery. The date of mailing is not the date of filing.

§ 1822.12 Where do I file my application or other required documents?

You should file your application or other required documents at the BLM office having jurisdiction over the lands or records involved. The specific BLM office where you are to file your application is usually referenced in the BLM regulations which pertain to the filing you are making. If the regulations do not name the specific office, or if you have questions as to where you should file your application or other required documents, contact your local BLM office for information and we will tell you which BLM office to file your application.

§ 1822.13 May I file electronically?

For certain types of applications, BLM will accept your electronic filing if an original signature is not required. If BLM requires your signature, you must file your application or document by delivery or by mailing. If you have any questions regarding which types of

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applications can be electronically filed, you should check with the BLM office where you intend to file your application. When you file an application electronically, it will not be considered filed until BLM receives it.

§ 1822.14 What if I try to file a required document on the last day of the stated period for filing, but the BLM office where it is to be filed is officially closed all day?

BLM considers the document timely filed if we receive it in the office on the next day it is officially open.

§ 1822.15 If I miss filing a required document or payment within the specified period, can BLM consider it timely filed anyway?

BLM may consider it timely filed if:

- (a) The law does not prohibit BLM from doing so;
- (b) No other BLM regulation prohibits doing so; and
- (c) No intervening third party interests or rights have been created or established during the intervening period.

§ 1822.16 Where do I file an application that involves lands under the jurisdiction of more than one BLM State Office?

You may file your application with any BLM State Office having jurisdiction over the subject lands. You should consult the regulations of the particular BLM resource program involved for more specific information.

§ 1822.17 When are documents considered filed simultaneously?

(a) BLM considers two or more documents simultaneously filed when:

- (1) They are received at the appropriate BLM office on the same day and time; or
 - (2) They are filed in conjunction with an order that specifies that documents received by the appropriate office during a specified period of time will be considered as simultaneously filed.
- (b) An application or document that arrives at the BLM office where it is to be filed when the office is closed for the

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entire day will be considered as filed on the day and hour the office next officially opens.

(c) Nothing in this provision will deny any preference right granted by applicable law or regulation or validate a document which is invalid under applicable law or regulation.

§ 1822.18 How does BLM decide in which order to accept documents that are simultaneously filed?

BLM makes this decision by a drawing open to the public.

Subpart 1823—Payments and Refunds

§ 1823.10 How may I make my payments to BLM?

Unless specific regulations provide otherwise, you may pay by:

- (a) United States currency; or
- (b) Checks, money orders, or bank drafts made payable to the Bureau of Land Management; or
- (c) Visa or Master Card credit charge, except as specified by pertinent regulation(s).

§ 1823.11 What is the authority for BLM issuing a refund of a payment?

BLM can issue you a refund under the authority of section 304(c) of the Federal Land Policy and Management Act, 43 U.S.C. 1734.

§ 1823.12 When and how may I obtain a refund?

(a) In making a payment to BLM, if the funds or fees you submitted to BLM exceed the amount required or if the regulations provide that fees submitted to BLM must be returned in certain situations, you may be entitled to a full or partial refund.

(b) If you believe you are due a refund, you may request it from the BLM office where you previously submitted your payment. You should state the reasons you believe you are entitled to a refund and include a copy of the appropriate receipt, canceled check, or other relevant documents.